THE FOLLOWING DOCUMENTS ARE ATTACHED: (Please do not remove)						
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SUBJECT:						

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Central Intelligence Agency

ER 4031/1 88



26 October 1988

MEMORANDUM FOR: Katja Bullock

Associate Director of Presidential Personnel

Office of Presidential Personnel

SUBJECT:

Update PPO Computer Records

The Office of the Director of Central Intelligence has reviewed attached PPO computer record. Please note correction to Judge Webster's home street address. There is no objection to disclosing home addresses to the President after he leaves office.

H. Lawrence Sandall
Executive Secretary

STAT

Distribution:

Orig - Addressee

1 - ER

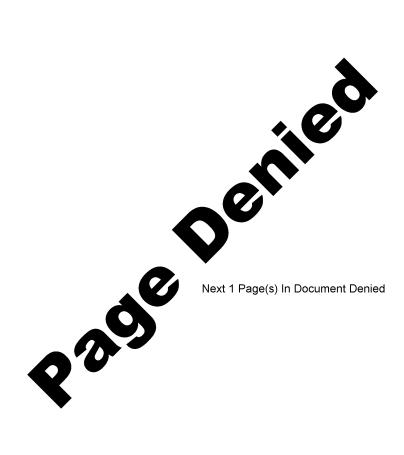
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ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL	
1	DCI					
2	DDCI					
3	EXDIR					
4	D/ICS					
5	DDI					
6	DDA					
7	DDO					
8	DDS&T					
9	Chm/NIC					
10	GC					
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Remarks	

ER 88-4031X

Executive Secretary

25 Oct †88

Date

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THE WHITE HOUSE

WASHINGTON

October 24, 1988

MEMORANDUM FOR WHITE HOUSE LIAISONS

FROM:

KATJA BULLOCK KB

SUBJECT:

UPDATE PPO COMPUTER RECORDS

Attached for your review and correction please find:

- Report of your current appointees/nominees
- 2. Listing of current Home Addresses
- 3. Guidelines for correction of PPO Reports

Please return the attached reports to my office by COB Ocober 31, 1988.

Feel free to call my office (202) 456-2964 if you need any help.

At this time, may I also please ask you, to advise your appointees that their home addresses will be provided to the President for his use after he leaves office. Anyone who does not wish his home address to be disclosed should please notify my office prior to December 15, 1988.

Address changes occuring between now and the end of this Administration, including forwarding addresses for those appointees intending to leave government should be reported to my office.

Please feel free to add forwarding addresses of former appointees on a separate sheet.

Thank you for your cooperation in this undertaking.





GUIDELINES TO ADD TO, CORRECT, DELETE EXISTING DATA IN PPO FILES

- 1. FILL in ALL BLANKS (If you cannot find data please indicate it as unknown, so that we won't bother you for it again.
- 2. BLANK CLEARANCE FIELDS Send Clearance papers. Do NOT enter previous clearance dates granted for other positions/or grades.
- 3. FILL IN OPM # Please advise us of the OPM assigned # for the shown position
- 4. DUPLICATE RECORDS FOR ONE EMPLOYEE ON THE INVALID RECORD
 - a. Draw line thru old position
 - b. Change status to G or D
 - c. Give DATE when employee left the old Grade/Title

ON THE CORRECT RECORD

- a. change status to A
- o. Give Appointment Date (EOD) for the permanent position or new Grade Level
- c. Give OPM # if not already shown
- 5. INCORRECT GRADE/POSITION DATA IN OUR FILES
 - a. Cross out grade shown
 - b. Provide new grade, position-title and OPM#
 - c. Provide both a GONE DATE for OLD position and APPT DATE for NEW position
- 6. XXXXXX in CLEAREND = WH Clearance was denied.

 Give date when employee left the payroll

 or was removed from further consideration.
- 7. 000000 in APPT DATE = Unknown Carter APPT Date Give APPTDT
- 8. 999999 IN APPT DATE = Unknown Reagan APPT DATE Give APPTDAT for that position
- 9. Please do NOT send clearance papers for one grade or position and appoint the person to another grade or position without submitting new papers.
- 10. PLEASE make your corrections onto OUR print-outs. DO NOT SEND copies of your computer system print-outs. We cannot adjust our system to 50 or more variations.
- 11. Appointees NOT LISTED ON PPO REPORT, please provide appropriate info for all columns shown on the report at the end of your print-out.

12. I thank you for your cooperation. If I can be of any assistance to make your end easier, please do not hesitate to call me anytime at 456-2964.

EXPLANATION OF THE COLUMN HEADINGS ON THE PPO COMPUTER REPORT

NAME Last, First and Middle Name of Appointee

TITLE Position Title

OPMNBR OPM Position Number

S Sex

R Race

YB Year of Birth

DM 1980 Voting Domicile

LP Initials of WH Lead Person for your agency

GRADE Position Type and Grade Level

CL ST Date WH received Clearance Forms

CL END Date WH completed clearance process (a BLANK in these fields indicates that Clearance Forms

should be submitted, so that this Administration

can comply with and provide accurate EEO

statistics.

APPTDT EOD (entered on duty) date

S Status of Appointment

X = Nominee
A = Appointed

G = Gone from the shown position/grade

R = Reappointed to same position at higher Grade

D = Dropped from consideration

PACCNR, RACCNR, AACNR

Internal WH Process Fields